



City of Loma Linda Official Report

Karen Gaio Hansberger, Mayor
Floyd Petersen, Mayor pro tempore
Robert Christman, Councilmember
Stan Brauer, Councilmember
Robert Ziprick, Councilmember

COUNCIL AGENDA: July 13, 2004
TO: City Council
VIA: Dennis R. Halloway, City Manager
SUBJECT: Chamber of Commerce Quarterly Report and request for
disbursement of funds pursuant to agreement with the City

RECOMMENDATION

It is recommended that the City Council receive the Quarterly Report for filing and authorize disbursement of funds.

REQUEST FOR QUARTERLY FUNDING
WITH ATTENDING SUPPORT DOCUMENTS
TO
LOMA LINDA CITY COUNCIL
LOMA LINDA REDEVELOPMENT AGENCY

July 13, 2004

C O N T E N T S

- * President's Letter of Request for Quarterly Payment
- * Roster of Directors 2004
- * Staff Activity Reports (April/May/June 2004)
- * Financial Report Through June, 2004
- * Membership Update Material (April/May/June 2004)
- * *Loma Linda Report* May/June 2004 Issues
- * 2004 Official City Map

2004 CHAMBER
BOARD OF DIRECTORS

Phil Jolley, President
Golden Opportunities

Rose Estupinan, Vice-President
Heritage Gardens

Dick Schaefer, Secretary
Loma Linda University

Kathy Dexter, Treasurer
Design by Dexter

Manuel Aranda, Jr.
SBV Water Conservation District

Phil Carlisle
Loma Linda Market &
Nutrition Center

Elsie Chan
Spectrotape Corporation

Jean Chiumatta
State Farm Insurance

Robert Frost
Loma Linda University Foundation

Dr. David B. Hinshaw, Jr.
Loma Linda University
Medical Center

Janet Hyatt
Loma Linda Antique Mall

L. Roo McKenzie
Loma Linda Academy

Jeanne Minnerly
The Copeland Group

John Ruffcom
Retired, University Church of Seventh-day
Adventists

Dean Stordahl
VA Loma Linda Healthcare System

Mel Upp
Inland Printing

James Walling
Inland Community Bank

Margi Worley
Margi's Sewing Boutique

DIRECTORS EMERITUS

Dr. David Bieber
Retired, Past President
Loma Linda University

Elmer Digneo
Retired, Past Head Principal
Loma Linda Academy

Norman Meyer
Retired, Former Vice-President Loma Linda
Community Hospital & Loma Linda University
Medical Center

Lillian Miller
University Realty

Willard Stewart
United Property Management



July 13, 2004

The Honorable Karen Gaio Hansberger, Mayor
Members of the City Council
Members of the Redevelopment Agency
Dennis Halloway, City Manager
City of Loma Linda
Loma Linda, California 92354

Re: Quarterly Report of the Loma Linda Chamber of Commerce

Dear Mayor Hansberger,
Council Members, and
Redevelopment Agency Members:

On behalf of the Loma Linda Chamber of Commerce, I am submitting the following report under the terms of the Promotional Agreements between the City of Loma Linda/Redevelopment Agency and the Chamber of Commerce. It is our understanding that although the agreements with these two bodies will continue as before, total funding will come from the Redevelopment Agency.

Please consider this the Chamber's official request for funds in the amount of \$12,350.00 to be released July 13, 2004, from the Redevelopment Agency, pursuant to the Chamber's ongoing promotional agreements. This payment represents compensation for completion of work during June, July, and August 2004.

Since our last report, the Chamber has increased its responsibilities and activities, some new and others ongoing:

1. We continue to serve the general public and the business community, with total response to requests and inquiries and general communications (excluding newsletter) at 6390 for the months of April, May, and June. Detailed reports are attached.
2. The May/June issue of the Chamber's *Loma Linda Report* incorporating City news was published and distributed to all households and businesses in Loma Linda. Circulation is 10,000. We are enclosing here a copy of this issue.

Your Chamber for the 21st Century

Mayor Hansberger, Council Members, and
Redevelopment Agency Members
July 13, 2004

3. We coordinated and held the 12th Annual Business Showcase at Loma Linda Plaza on May 13th.
4. We coordinated and held the 16th Annual Golf Classic at Palm Meadows on June 23rd.
5. We reinstituted our Legislative Affairs Committee in June.
6. Our membership now stands at 231.
7. We convened our Business Issues Committee in June, scheduling our next meeting for August.
8. The Chamber continues participation in community affairs in general. More specifically, the Chamber participated (attending, providing manpower, soliciting funds and/or prizes, giving public support, etc.) in the following:

We coordinated and/or attended the following:

- * Loma Linda Easement Park Ribbon Cutting on May 20th.
 - * A Vision of Beauty Grand Opening/Ribbon Cutting on June 5th.
9. Regular meetings include Executive Committee, Board of Directors, Breakfast Network, Membership, and Chamber Ambassadors. Other committees meet on an as needed basis.
 10. The Breakfast Network continues to meet every Wednesday at 7:30 a.m. for programs and networking. Attendance averages about 25-30.

The following Chamber-sponsored activities and projects are in the planning stages through the next quarter:

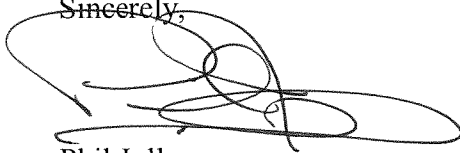
- Annual Community Parade and Fair, Sunday October 17th.
- Continued refinement and updating of our Chamber's website and expansion of email directory for more timely and economical communication with members.
- Ongoing marketing campaign to increase Chamber revenue stream through expansion of membership base and advertising base.
- Ongoing work with businesses and city departments regarding signage issues, as the "trial phase" for revised signage ordinances nears a close.
- Ongoing site visits to businesses to gather input for the Chamber and City as we work toward a continuing "business friendly" environment.
- Fall Festival Luncheon to welcome new members, date to be determined.

Mayor Hansberger, Council Members, and
Redevelopment Agency Members
July 13, 2004

Our office continues to serve the public and coordinate the activities of the Chamber under the direction of Chief Executive Officer, Peg Karsick, with the support of her Executive Assistant, Darla Stern, part-time Special Projects Assistant, Sandy Clem, and office volunteers. We invite you to stop by our office soon. They welcome your inquiries and input as we all work together for Loma Linda's benefit. Detailed staff reports are attached for your information.

As Chamber President for the year 2004, I look forward to our continuing contractual agreements to promote the City of Loma Linda. Our Officers, Directors and our staff will continue to work closely with the City's departments to encourage and support a positive business climate, to foster total community involvement in our Chamber of Commerce, and to promote Loma Linda as a city that is business friendly. Please feel free to call on us to assist through mobilizing our business and community resources as concerns arise.

Sincerely,

A handwritten signature in black ink, appearing to be "Phil Jolley", written over a horizontal line.

Phil Jolley
President

PJ/ds

Attachments

LOMA LINDA

CHAMBER OF COMMERCE

2004 Officers and Board of Directors

(Effective January 5, 2004)

President: Phil Jolley
Secretary: Dick Schaefer

Vice-President/President-Elect: Rose Estupinan
Treasurer: Kathy Dexter

Manuel Aranda, Jr. 12/31/05
SBV Water Conservation Dist.
P.O. Box 1839
Redlands, CA 92373
793-2503

David Bieber Emeritus
11560 Hillcrest
Loma Linda, CA 92354
796-4521

Phil Carlisle 12/31/06
LL Market & Nutrition Center
11161 Anderson St.
Loma Linda, CA 92354
824-4565

Elsie Chan 12/31/06
Vice President of Membership
Spectrotape Corporation
345 W. Valley Blvd.
Colton, CA 92324
825-6744

Jean Chiuminatta 12/31/05
Vice President of Bus. Promo's
State Farm Insurance
P.O. Box 276
Sky Forest, CA 92385
336-7233

Kathy Dexter 12/31/04
Treasurer
Design by Dexter
964 Creek View Lane
Redlands, CA 92373
307-2221

Elmer Digneo Emeritus
10613 Ohio St., P.O. Box 1333
Loma Linda, CA 92354
796-0465

Rose Estupinan 12/31/05
Vice President
Heritage Gardens
25271 Barton Rd.
Loma Linda, CA 92354
796-0216

Robert Frost 12/31/05
LLU Foundation
Loma Linda University
Loma Linda, CA 92350
558-4534

David Hinshaw, Jr. 12/31/05
LLU Medical Center
11234 Anderson St.
Loma Linda, CA 92354
558-4013

Janet Hyatt 12/31/04
Loma Linda Antique Mall
24997 Redlands Boulevard
Loma Linda, CA 92354
796-4776

Phil Jolley 12/31/04
President
Golden Opportunities
25884-D Business Center Dr.
Redlands, CA 92374
799-5181

Peg Karsick
LL Chamber of Commerce
25541 Barton Road, Ste. 4
Loma Linda, CA 92354
799-2828

L. Roo McKenzie 12/31/05
Loma Linda Academy
10656 Anderson St.
Loma Linda, CA 92354
796-0161 x3301

Norman Meyer Emeritus
25762 Sunrise Way
Loma Linda, CA 92354
799-0777

Lillian Miller Emeritus
University Realty, Inc.
11156 Anderson, P. O. Box 788
Loma Linda, CA 92354
796-0156

Jeanne Minnerly 12/31/06
The Copeland Group
25809 Business Ctr Dr., #F
Redlands, CA 92374
799-8565

John Ruffcorn 12/31/04
23187 Glendora Dr.
Grand Terrace, CA 92313
824-2986

Dick Schaefer 12/31/06
Secretary
The Heritage Room
Loma Linda University
Loma Linda, CA 92350
558-1000

Willard Stewart Emeritus
United Property Management
10535 Anderson St.
Loma Linda, CA 92354
796-2897

Dean Stordahl 12/31/06
VA Loma Linda Healthcare Sys.
11201 Benton St.
Loma Linda, CA 92354
422-3002

Mel Upp 12/31/04
Inland Printing
614 Oak Street
San Bernardino, CA 92410
888-5225

James Walling 12/31/04
Inland Community Bank
11175 Mt. View Avenue, Ste. O
Loma Linda, CA 92354
796-7100 x221

Margi Worley 12/31/06
Margi's Sewing Boutique &
Image Consultant
11411 Anderson Street
Loma Linda, CA 92354
796-4600

LOMA LINDA CHAMBER OF COMMERCE ACTIVITY REPORT

APRIL 2004

CORRESPONDENCE AND INFORMATION INQUIRIES

Letter and Material Responses to Requests:	13
Faxes	50
E-Mails	8
Web Site Hits (Phil Jolley)	1124
E-Mail Membership Alerts	0
Information Inquiries by Telephone and Walk-Ins:	241
Economic Development Activity (New)	8
Relocation Information	59
Invoices:	54
Other:	3

Membership:	
Renewal Acknowledgements	22
New Member Acknowledgements	7
Member Solicitation, other than mailings	18

Total Membership & Business Correspondence: 1607

Scramble Golf Classic Sponsorship Letter	51
Scramble Golf Classic Invite Letter	167

TOTAL CORRESPONDENCE AND INQUIRIES: 1825

REGULAR ACTIVITIES

Coordinated meetings; coordinated with Treasurer to prepare financial reports.

Oversaw set up and coordinated preparation for Breakfast Network including scheduling of programs and phone calls to solicit attendance and support.

Conducted ongoing membership activity, following up on delinquent renewals and soliciting new members by mail and site visits.

Responded to inquiries from the public.

Handled routine office business.

Worked on the May/June 2004 Newsletter

PARTICIPATION IN COMMITTEE MEETINGS AND OTHER ACTIVITY

Regular Meetings Held/Attended:

April 7th, 14th, 21st, 28th Breakfast Network

April 8th – Executive Committee Meeting

April 8th – Board of Directors Meeting

April 14th – Ambassadors Corps. Meeting

April 15th – Golf Tournament Meeting

April 22nd – Golf Tournament Meeting

Meeting notices to Board and Committee Members: 51

MISCELLANEOUS ACTIVITIES

- Coordinated and attended luncheon seminar “How to Work a Trade Show”.
- Coordinated the 12th Annual Business Showcase.
- Met with Lyn Behrens (Loma Linda University and Loma Linda University Medical Center) to discuss plans for their 100th Anniversary celebration in 2005-06.
- Continued to coordinate with Stater Brothers and Loma Linda Plaza Partners regarding Business Showcase to be held at the plaza on May 13th.
- Presented program on Loma Linda Chamber of Commerce benefits and activities and marketing ideas for Loma Linda University Marketing class on April 15th.
- Submitted quarterly request for funding through Loma Linda Redevelopment Agency. Check was received April 15th.

LOMA LINDA CHAMBER OF COMMERCE ACTIVITY REPORT

MAY 2004

CORRESPONDENCE AND INFORMATION INQUIRIES

Letter and Material Responses to Requests:	8
Faxes	56
E-Mails	13
Web Site Hits (Phil Jolley)	1120
E-Mail Membership Alerts	0
Information Inquiries by Telephone and Walk-Ins:	213
Economic Development Activity (New)	6
Relocation Information	26
Invoices:	59
Other:	0

Membership:	
Renewal Acknowledgements	18
New Member Acknowledgements	4
Member Solicitation, other than mailings	9

Total Membership & Business Correspondence: 1532

Business Showcase Announcement Letters	35
Business Showcase Thank You Letters	38
Scramble Golf Classic Invite Letter	799
Scramble Golf Classic Solicitation Calls	189
May/June Newsletters	9,020

TOTAL CORRESPONDENCE AND INQUIRIES: 11,613

REGULAR ACTIVITIES

Coordinated meetings; coordinated with Treasurer to prepare financial reports.

Oversaw set up and coordinated preparation for Breakfast Network including scheduling of programs and phone calls to solicit attendance and support.

Conducted ongoing membership activity, following up on delinquent renewals and soliciting new members by mail and site visits.

Responded to inquiries from the public.

Handled routine office business.

Distributed the May/June 2004 Newsletter

PARTICIPATION IN COMMITTEE MEETINGS AND OTHER ACTIVITY

Regular Meetings Held/Attended:

May 5th, 19th, 26th Breakfast Network

May 20th – Executive Committee Meeting

May 20th – Board of Directors Meeting

May 26th – Ambassadors Corps. Meeting

May 6th – Golf Tournament Meeting

May 18th – Golf Tournament Meeting

May 27th – Golf Tournament Meeting

Meeting notices to Board and Committee Members: 51

MISCELLANEOUS ACTIVITIES

- Met with City Manager and Community Development Director regarding signage issues.
- Held the 12th Annual Business Showcase on May 13th.
- Worked on 16th Annual Golf Classic, to be held June 23rd.
- Continued conversion of chamber books to Quickbooks Pro 2004.
- Completed City Map project (copy attached to packet).
- Completed May/June Loma Linda Report.
- Attended Loma Linda Easement Park Ribbon Cutting on May 20th.

LOMA LINDA CHAMBER OF COMMERCE ACTIVITY REPORT

JUNE 2004

CORRESPONDENCE AND INFORMATION INQUIRIES

Letter and Material Responses to Requests:	11
Faxes	31
E-Mails	8
Web Site Hits (Phil Jolley)	1214
E-Mail Membership Alerts	167
Information Inquiries by Telephone and Walk-Ins:	250
Economic Development Activity (New)	4
Relocation Information	28
Invoices:	62
Other:	4

Membership:

Renewal Acknowledgements	10
New Member Acknowledgements	5
Member Solicitation, other than mailings	7

Total Membership & Business Correspondence: 1,801

Scramble Golf Classic Sponsorship Thank You Letters	42
Scramble Golf Classic Player Confirmation Letters	36
Scramble Golf Classic Prize Donation Thank You Letters	65
Scramble Golf Classic Committee Thank You Letters	28

TOTAL CORRESPONDENCE AND INQUIRIES: 1,972

REGULAR ACTIVITIES

Coordinated meetings; coordinated with Treasurer to prepare financial reports.

Oversaw set up and coordinated preparation for Breakfast Network including scheduling of programs and phone calls to solicit attendance and support.

Conducted ongoing membership activity, following up on delinquent renewals and soliciting new members by mail and site visits.

Responded to inquiries from the public.

Handled routine office business.

Began work on the July/August 2004 Newsletter

PARTICIPATION IN COMMITTEE MEETINGS AND OTHER ACTIVITY

Regular Meetings Held/Attended:

June 2nd, 9th, 16th, 30th Breakfast Network

June 3rd – Business Issues Committee

June 8th – Legislative Affairs Committee

June 10th – Executive Committee Meeting

June 10th – Board of Directors Meeting

June 17th – Ambassadors Corps. Meeting (joint meeting with Golf Committee)

June 3rd, 10th, 15th, 17th – Golf Tournament Meetings

June 23rd – Golf Tournament at Palm Meadows

Meeting notices to Board and Committee Members: 47

MISCELLANEOUS ACTIVITIES

- Met with Ganim Hannah regarding future Antiques Appraisal event, possibly to be covered by LLBN.
- Coordinated and held the 16th Annual Golf Classic on June 23rd.
- Continued conversion of chamber books to Quickbooks Pro 2004.
- Attended and assisted with ribbon cutting for A Vision of Beauty on June 5th.

LOMA LINDA CHAMBER OF COMMERCE

Profit & Loss Budget vs. Actual

January through June 2004

	Jan - Jun 04	Budget	\$ Over Budget	% of Budget
Income				
I. CHAMBER PUBL	1,278.10	500.00	778.10	255.6%
I. INTEREST	30.38	77.00	-46.62	39.5%
I. LL CITY RED.	24,000.00	24,000.00	0.00	100.0%
I. MEMB. EVENTS	184.00	500.00	-316.00	36.8%
I. MISC. INCOME	222.55	240.00	-17.45	92.7%
I. NEW MEMBERS	3,285.00	3,000.00	285.00	108.5%
I. NEWSLETTER	7,329.50	6,000.00	1,329.50	122.2%
I. RENEWALS	14,835.00	13,500.00	1,335.00	109.9%
I. S.E. COM. LU	1,080.00	1,000.00	80.00	108.0%
I. S.E. EXPO	8,612.50	7,000.00	1,612.50	123.0%
I. S.E. GOLF	20,018.00	15,000.00	5,018.00	133.5%
I. S.E. INSTALL	14,045.00	11,400.00	2,645.00	123.2%
I. S.E. PARADE	0.00	0.00	0.00	0.0%
Total Income	94,920.03	82,217.00	12,703.03	115.5%
Expense				
E. AUTO	582.00	498.00	84.00	116.9%
E. DEPRECIATION	348.00	348.00	0.00	100.0%
E. DUES & SUB.	216.00	650.00	-434.00	33.2%
E. INSURANCE	0.00	2,250.00	-2,250.00	0.0%
E. MEMB. EVENTS	421.49	450.00	-28.51	93.7%
E. MISC.	556.80	252.00	304.80	221.0%
E. NEWSLETTER	5,599.47	4,998.00	601.47	112.0%
E. OFFICE EQUIP	1,457.87	1,800.00	-342.13	81.0%
E. OFFICE SUPPL	2,161.71	1,500.00	661.71	144.1%
E. OUTSIDE SERV	1,440.75	1,100.00	340.75	131.0%
E. POSSESS. TAX	0.00	250.00	-250.00	0.0%
E. POSTAGE	1,343.00	1,500.00	-157.00	89.5%
E. PROMO. P.R.	1,319.89	1,502.00	-182.11	87.9%
E. RENT	4,177.32	4,176.00	1.32	100.0%
E. S.E. COM. LU	3,161.34	2,500.00	661.34	126.5%
E. S.E. EXPO	5,359.50	4,000.00	1,359.50	134.0%
E. S.E. GOLF	9,068.01	7,000.00	2,068.01	129.5%
E. S.E. INSTALL	9,153.42	8,000.00	1,153.42	114.4%
E. S.E. PARADE	1,800.00	1,800.00	0.00	100.0%
E. SALARY & BEN	42,319.08	40,100.00	2,219.08	105.5%
E. TELEPHONE	582.53	750.00	-167.47	77.7%
E. TRAV. & EDUC	0.00	250.00	-250.00	0.0%
Total Expense	91,068.18	85,674.00	5,394.18	106.3%
Net Income	3,851.85	-3,457.00	7,308.85	-111.4%

**LOMA LINDA CHAMBER OF COMMERCE
MEMBERSHIP REPORT
MONTH ENDING APRIL 2004**

APRIL 04 APRIL 03

Total Membership	227	209
*Includes those on Delinquent List		
New Members (Year to Date)	15	12
January 2 March 7 May 0 July 0 September 0 November 0		
February 2 April 4 June 0 August 0 October 0 December 0		
Membership Renewals (This Month)	18	19
Total Income from Membership (This Month)	\$2,995	\$3,870
Renewals: \$2,385.00		
New Members: \$ 575.00		
One Time Fees: \$ 35.00		
Delinquent Memberships (This Month)	5	4
Cancelled/Dropped Members (Year to Date)	3	9
January 0 March 0 May 0 July 0 September 0 November 0		
February 0 April 3 June 0 August 0 October 0 December 0		

**LOMA LINDA CHAMBER OF COMMERCE
MEMBERSHIP REPORT
MONTH ENDING MAY 2004**

MAY 04 MAY 03

Total Membership	229	212
*Includes those on Delinquent List		
New Members (Year to Date)	20	16
January 2 March 7 May 5 July 0 September 0 November 0		
February 2 April 4 June 0 August 0 October 0 December 0		
Membership Renewals (This Month)	12	14
Total Income from Membership (This Month)	\$2,045	\$2,540
Renewals: \$1,285.00		
New Members: \$ 550.00		
One Time Fees: \$ 175.00		
Late Fees: \$ 35.00		
Delinquent Memberships (This Month)	3	7
Cancelled/Dropped Members (Year to Date)	6	10
January 0 March 0 May 3 July 0 September 0 November 0		
February 0 April 3 June 0 August 0 October 0 December 0		

LOMA LINDA CHAMBER OF COMMERCE

MEMBERSHIP REPORT

MONTH ENDING JUNE 2004

JUNE 04 JUNE 03

Total Membership	231	208
*Includes those on Delinquent List		
New Members (Year to Date)	22	17
January 2 March 7 May 5 July 0 September 0 November 0		
February 2 April 4 June 2 August 0 October 0 December 0		
Membership Renewals (This Month)	16	15
Total Income from Membership (This Month)	\$2,920	\$2,445
Renewals: \$2,635.00		
New Members: \$ 250.00		
One Time Fees: \$ 35.00		
Delinquent Memberships (This Month)	5	3
Cancelled/Dropped Members (Year to Date)	6	15
January 0 March 0 May 3 July 0 September 0 November 0		
February 0 April 3 June 0 August 0 October 0 December 0		